



THE CITY OF SAN DIEGO

Public Project Assessment

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 302 SAN DIEGO, CA 92101-4101
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

510

SEPTEMBER 2012

This bulletin provides the procedures and requirements for the assessment of “public projects” and will identify required discretionary permits, approval processes and make an environmental determination of the project. A “public project” is typically defined as a project originated by a City department or lessee for a project located on City-owned property, but also includes other public agencies (e.g., Metropolitan Transit Development Board (MTDB), San Diego Gas and Electric (SDG&E), Housing Commission, etc.).

If a discretionary permit is needed, do not complete the Public Project Assessment (PPA) application. Instead, complete and submit the appropriate application as identified in the Public Project Submittal Requirements for Development Permit/Approvals. If you are not sure the project needs a discretionary permit or an environmental determination, please fill out the “Public Project Assessment Application,” DS-510.

The assessment process should begin in conjunction with the preparation of the projects budget/schedule. If you have questions or would like more information regarding the Public Project Assessment process please call Helene Deisher (619) 446-5223 in the Project Management Division.

I. THE PROCESS

The purpose of the public project assessment process is for the Development Services Department (DSD) staff to identify the required California Environmental Quality Act (CEQA) document (Exemption, Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report) and identify if any discretionary permits are required. Typical discretionary permits, if required, may include a Site Development Permit, Coastal Development Permit, etc.

The requirements for a discretionary permit are based upon the regulations set forth in the Land Development Code (Chapters 10-15). The environmental determination is based upon the CEQA. A Development Project Manager (DPM) from DSD will be assigned to your project after a complete public project assessment application is submitted. The submittal information you provide will be distributed to the appropriate reviewing disciplines. When the review is completed, the DPM will send an Assessment Letter to the contact person identified on the application.

Documents Referenced in this Information Bulletin

- [Land Development Code](#)
- [Information Bulletin 401](#), Overview of the state of California and Federal Environmental Review Process
- [Public Project Assessment Application, DS-510](#)
- [Storm Water Requirements Applicability Checklist, DS-560](#)
- [General Application, DS-3032](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)

The letter will include an Issues Report, detailing issues from each of the disciplines and will identify if a discretionary permit(s) or if CEQA review is required.

Some public projects may not require a discretionary permit, but are still subject to CEQA. For example, a CEQA document is required for the City Council to release funding. If a CEQA document is needed or a discretionary permit is required the next step in the process will be identified in the Assessment Letter. The letter will also include the requirements for the next submittal and any additional information or studies needed. If a discretionary permit is required, a copy of the Public Project Submittal Requirements for Development Permit/Approvals will be included with the letter which describes how to complete an application for a discretionary permit.

II. SUBMITTAL REQUIREMENTS

City staff relies upon the information provided by the applicant when assessing the project. Please submit the “Public Project Assessment Application,” DS-510. Include a complete project description and conceptual plans as outlined in the attached submittal requirements. Please do not submit final construction drawings, the plans should be submitted in the conceptual stage.

III. HOW TO SUBMIT THE PROJECT

To schedule an appointment to submit a Public Project Assessment Application, please E-Mail Jama Vega at JVega@sandiego.gov. Submittals are made at the Development Services Depart-

ment (1222 First Avenue, 3rd Floor). First stop at the Check-In Counter across from the 3rd floor entrance, check in for the appointment.

IV. PAYMENT

The Development Services Department staff will review your project proposal and distribute as necessary to other departments such as City Planning and Community Investment (CPCI), Water, and Wastewater. All projects must have an Internal Order (SAP) or WBS account number opened to Development Services (1611); (CPCI) (1612); Water (2013) and Wastewater (2011) upon the submittal of the project. You are responsible for ensuring that the project's Internal Order (SAP) or WBS number is opened prior to your submittal appointment. If they are not open you will not be able to submit the project for review. If an internal order or WBS account number cannot be opened, then a deposit account with an initial deposit of \$5,000 will be required, along with a \$10 mapping fee and \$60 records fee at the time of submittal. Additional deposits may be required for the environmental review when an environmental determination is made.

If you will be using a deposit account you must also fill out a Deposit Account/Financially Responsible Party form, DS-3242.

A. CHARGED UPON CLOSEOUT

1. General Plan Maintenance

GPM Fee.....\$275

2. Mapping Fee

Mapping Fee.....\$10

B. RECORDS FEE

This fee is assessed for imaging and archiving the documents in records. When applied to a PPA this fee will be consistent with preliminary review closeout and charged as a flat rate.

Records Fee-Non-Residential/Multi Family.....\$60

C. PUBLIC PROJECTS (Which require a discretionary permit)

1. Records Fee

This fee is assessed for all projects at (close-out) to recover the cost of imaging and archiving the documents in Records. This fee shall remain consistent to Bulletin 503.

Less than 75 pages\$90

76 to 1,000 pages\$515

Each Additional 500 pages over 1,000.....\$250

V. INFORMATION RESOURCES

Information regarding the Land Development Code and zoning can be located on the following web sites: www.sandiego.gov/development-services or www.sangis.org. You may also visit the Development and Permit Information area located on the 3rd Floor, Development Services Department, 1222 First Avenue, San Diego CA, 92101. To schedule appointments with Development and Permit Information staff to get information on zoning or the Land Development Code please call, (619) 446-5300.